

# Request for Reassignment Proposal

*Instructions: Complete the following form, ask your dean to review and sign, and then submit it to the Office of Instruction. You can use the Tab key to move through the form fields.*

1. Term in which assignment would begin (*semester, year*) fall 2015
2. Application Date (*mm/dd/yyyy*) 02/08/2015
3. Author(s) ElsaTorres

## **Overview**

4. Type of Request:
  - New request for reassignment
  - Renewal of existing reassignment
  - Augmentation to existing reassignment
  - Revision to a previously submitted application
5. Position or Project Name:  
*Identify a "one line" description of the type of assignment (faculty leadership, coordinator, research, etc.)*  
Faculty Coordinator

## **Amount of Reassignment**

Please report the amount of FTE you are requesting for each term and calculate the total annual FTE. Calculations:  $\frac{1 \text{ semester } (3 \text{ units}) = 7.5 \text{ hrs/week or approx. 1.875 FTE}}{\text{semester}}$   
additional unit (0.067 FTE) represents an additional 2.5 hrs/week

6. Fall (*FTE*) 0.13      Spring (*FTE*) 0.13      Total Annual (*FTE*) -2units \* semester
7. Duration of Reassignment  
*How many semesters of reassigned time are being requested? When is the end date? (Please note that if the request exceeds two years, a renewal RRP will be required.)*  
2 yrs
8. Commitment  
*Upon completion of the reassignment term:*
  - The work is complete and no further investment of reassigned time will be required.
  - The work will require an ongoing commitment of reassigned time or other staffing.
9. How will the part-time faculty replacement costs be funded?
  - Fund 1 PT faculty allocation
  - Grant funding, please specify
  - Categorical funding, please specify
  - Other, please specify

## **Justification**

10. Identify the duties to be performed and explain why they require reassigned time.  
Prepare department class schedule for fall, spring, & summer semesters. Advise and mentor students, new, continuing, and returning, as program requirements change. Meet with new potential students over the phone and in person and disseminate information regarding not only Cañada College but the program, itself. First week orientation in all classes taught in the program (Visit classes twice a semester). Advise students on possible career opportunities, gather guest speakers to share with all students in departments. Supervise day to day

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activities of department. Organize and carry out the Interior Design Program Graduation Ceremony each spring. Organize and supervise the Designer's Sale each fall. Attend and work closely with counselors on program changes, additions, deletions, course substitutions from other colleges, transcript evaluations, etc. Evaluate and approve all course substitution requests for ARCH and INTD courses. Actively participate in the hiring and constructive evaluation of all adjunct faculty (6+), mentor new faculty hires. Chair the department advisory committee, network to attract new members, keep in close contact to keep advisory board active and participatory. Hold departmental meetings a minimum of twice per year with all members to discuss year end progress and set goals for new year. Networking with the local professionals and professional chapters of organizations for opportunities for students to obtain internships, great lead to obtain a pool of qualified people that would be interested in teaching part-time, and to constantly show a presence at high schools, community events, etc. to increase enrollment in the programs. Attend local, regional and national professional design organization meetings, as appropriate. Manage and maintain necessary resources for the departmental library. Community and professional outreach and recruitment for potential job and internship placements, donations of materials and other resources to the departments. Articulation with the specific programs, faculty, chairs, & deans at San Francisco State University, and San Jose State University, and other 4-year programs in the state with assistance from the Dean. Keeps inventory of all hardware, software, supplies, equipment for dept. Works closely with College Recruiter to coordinate and participate in on and off campus events through CTE events and high school visits. Create flyers/brochures for advertising/marketing programs within the department. Supervise special/independent study/projects as required. Work closely also with the ASID student club to promote the program. Assist Dean in the hire and evaluation of adjunct faculty, faculty ranges from 1-8, depending upon courses. Participate in community and college sponsored events. Advise an extremely active and supportive Student ASID Chapter (INTD). Developing the Green Design Exploratorium. Keep up with all the paperwork for our NKBA Accredited College Program yearly Annual Reports and Re-Accreditation Report and site visit. Oversee and maintain NKBA program accreditation, serve as that liaison, file annual report requirements, arrange for and proctor NKBA/GE Kitchen Design Charette, attend Educators' Forum at KBIS, yearly, if possible, and prepare re-accreditation formal report and oversee visit every 7years. Work with department faculty in selecting interior design scholarship and award recipients, local, regional, national, write letters of recommendation.

11. Identify how the activities align with the college's strategic plans and initiatives.  
The activities in the previous paragraph are directly linked to the teaching and learning outcomes of the program, contribute substantially to the completion rates of the certificate offered, link our program with the community, and foster the education of our students in the principles of global responsibility and sustainable growth.
12. Provide evidence that the quantity of reassigned time being requested is justified by the workload.  
*This might be accomplished by providing a schedule of work to be performed during a typical week. (1 unit = 2.5 hours per week)*  
Graduation ceremony/Designer sale coordination - 2 hrs  
Advisory committee/Networking/Regional meetings - 2 hrs  
Supervise student club/department/mentoring activities - 1 hr
13. Nature, number and frequency of meeting (*if applicable*)
14. Number of faculty directly served by this position annually (*if applicable*) 7
15. Number of students directly served by this position annually (*if applicable*) 200

### Assessment

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### 16. Outcomes

*List the outcomes that can be expected upon completion of the term of reassignment.*

- *Support an outstanding program, so that it continue to thrive.*
- *Comply with the College strategic plans of equipping students with the knowledge and transferable skills so they can become productive citizens in our global community.*
- *Provide our students with the necessary tools to complete certificates of achievements.*
- *Prepare our students to improve their marketability and connection with local businesses.*

### 17. Accountability

*Describe how the activities performed under this assignment will be recorded and reported.  
The activities performed will be reported on a monthly basis.*

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Administrative Use Only

#### Dean's Review:

- Fully support request
- Support with reservation
- Do not support (explanation required)

Explanation:

#### VPI Action:

- Approve request as submitted
- Approve request but with less time than requested
- Deny request with recommendation to revise
- Deny request (explanation required)

Explanation:

#### Recommendation for alternate funding:

- Professional Development
- Grant/Categorical (specify)
- Overload hourly special project
- Stipend
- President's Innovation Fund
- Trustees Fund for Program Improvement
- Short-term hourly staff

Comments:

#### Approved Duration of Assignment:

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#### Outcomes and reporting requirements:

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